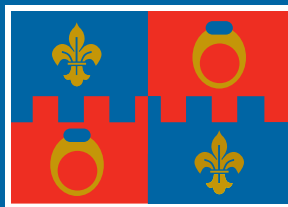




WHY SHOULD YOU BE INTERESTED?

- 1- Get business from the County!
- 2- Get more exposure to potential customers
- 3- Network with other small businesses

www.montgomerycountymd.gov/lbrp



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Montgomery County's Local Small Business Reserve Program

*Creating Contracting Opportunities
for Small Businesses*

MONTGOMERY COUNTY
LOCAL SMALL BUSINESS RESERVE



What is the Local Small Business Reserve Program?

Montgomery County's Local Small Business Reserve Program* (LSBRP) ensures that all County departments set aside (with specified exceptions), a minimum of 10 percent of procurements for local small businesses. The Program is administered by the Montgomery County Department of Economic Development. Businesses can register online at: www.montgomerycountymd.gov/lisbrp

The registration process is user friendly. Your registration is based on the information you provide. After your business successfully registers for the Program, you will immediately receive an e-mail confirming your self-certification. Your business must have this verification to bid on County work designated "Local Small Business Reserve Program." Individual County Departments will decide what work is to be designated within this Program. The LSBRP Web site links to all procurement opportunities posted on the County's Procurement Office Web site. Companies are required to re-register each year to ensure that they still meet the Program qualifications.

This Program does not guarantee contracts to companies. However, once a contract has been designated as going into the Local Small Business Reserve, only bids or proposals from certified local small businesses will be accepted. Therefore, a business will be in competition only with other certified local businesses, thus increasing its chances of winning County procurements.

* This Program went into effect January 1, 2006.



Who qualifies for the Local Small Business Reserve Program?

To qualify for the Program, businesses must be independently-owned and physically located in Montgomery County. Broker and subsidiary businesses are not eligible for this Program. Companies are able to determine if they qualify by answering the questions on the Web site. The Program defines small businesses based on specific industries:

- wholesale businesses — 15 or fewer employees or less than \$2 million in gross sales;
- retail businesses — 15 or fewer employees or less than \$2.5 million in gross sales;
- manufacturing businesses — 20 or fewer employees or less than \$7 million in gross sales;
- service businesses — 25 or fewer employees or less than \$2.5 million in gross sales; and
- construction businesses — 25 or fewer employees or less than \$7 million in gross sales.

The easiest and quickest way to see if your business qualifies is to go to the Web site, www.montgomerycountymd.gov/lisbrp, to register your business.

What do I need to register?

Registering for the Program is an easy process that can be completed from the comfort of your home computer. If you don't have access to a personal computer, you can go to any Montgomery County library to register. To register at www.montgomerycountymd.gov/lisbrp, you need:

- A valid e-mail address
- A federal tax number (or Social Security number for sole proprietorship)
- Contact person with legal authority
- Business contact information
- Number of employees for the last three fiscal years (or since inception)
- Gross sales revenue for the last three fiscal years (or since inception)
- Your business Web site address as appropriate
- Names of goods and/or services offered (check-off list provided)

Once you have this information, go to www.montgomerycountymd.gov/lisbrp and you are only a few clicks away from registering your business with the Montgomery County LSBRP Program.

